



**Division of Developmental Disabilities
District Central Independent Oversight Committee
Meeting Minutes
Monday, February 25, 2019 – 10:00 AM to 1:00 PM**

Call to Order

The meeting called to order by Committee Chairperson, **Karen Van Epps** on February 25, 2019 at 10:20 AM. The meeting was located at 4400 N Central Ave, Ste 900, Phoenix, AZ 85012.

Welcome and Introductions

(0 min & 35 sec on the recording)

Attendance in Person: **Karen Van Epps, Carol McNulty, Debbie Stapley, Andrea Potosky, Heidi Reid-Champigny, Eduarda Yates, and Marlene Riggs** (non-voting member).

Attendance by Phone: None

Absent: **Lisa Witt, Linda Mecham, Eva Hammant, and Mandy Harmon.**

Public in Attendance: **Sherry Howard Wilhelmi and Marilyn Shepherd.**

ADOA: None

DDD: **Jeffrey Yamamoto** (IOC Liaison), **Megan Dougherty** (District Program Manager), and **Amber Hampson** (Area Program Manager).

ADOA and DDD Updates

(1 min & 55 sec on the recording)

ADOA was not represented at the meeting.

Megan Dougherty introduced the new Area Program Managers, **Amber Hampson** and **Laura Perez** to the committee.

Megan Dougherty advised that the Arizona Management System (AMS) is rolled out to all District Central offices except for the area covered by **Amber Hampson** and 7th Street. This includes the new planning document. The 7th Street rollout should be by early Summer of 2019. Invited suggestions for improvement to the AMS processes.

Megan Dougherty advised that they (District Central) is currently at a 30% vacancy (in support coordination) that they are attempting to fill. She said that this impairs the ability to meet timeliness requirements for the members and some of the quality as well. She also said that support coordination is holding mass-hiring events downtown and that weekly interview panels for support coordinator positions are being held at each office by location.

Karen Van Epps asked about the requirement to become a support coordinator.

Megan Dougherty advised that ACCCHS requirements are currently requiring either a four-year degree in social work or two years of experience in case management (managing files).

Karen Van Epps asked if that is a problem.

Megan Dougherty advised that initially, it has been a problem. She advised that it is decreasing the candidate pool. She continued to advise that they are working on ways to increase the pool and are also talking to ACCCHS.

Karen Van Epps asked if the requirement is new or has been there.



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Megan Dougherty advised that she believes that the requirement has always been there. She advised that ACCCHS has only recently enforced it.

Karen Van Epps asked about the employees leaving Quality Assurance (QA).

Megan Dougherty advised that the Division has a transition plan in place and is not letting any of the employees go. She continued to advise that QA will have to have an RN (under the new company). She said that she would like to see most of the current QA employees to go into support coordination, but that they could apply for other positions in the state.

Karen Van Epps asked about the new company (QA) will interact with the Independent Oversight Committees.

Megan Dougherty advised that even if QA is run by an outside source, it would have to report to DDD just like any other contractor would.

Committee Member advised that Registered Nurse (RN) training only has about 14 hours on developmental disabilities.

Megan Dougherty advised that she is not sure how the employees will be trained. She suggested that members reach out to **Dr. “Charlie” Green** (Assistant Director DDD) or **Dr. Cody Conklin** (DDD Chief Medical Director) if they have questions.

Karen Van Epps brought up the meeting minutes discussion.

Jeffrey Yamamoto asked if **Eric Houghtalin** sent the summary of the minutes to the committee.

Karen Van Epps advised that the committee minutes were difficult to hear.

Jeffrey Yamamoto read an email sent to the IOC Chairpersons throughout the state about the meeting minutes.

The email advised that the audio format for the meeting minutes will continue while the IOC Liaisons will be writing a summary of minutes.

Jeffrey Yamamoto advised that the summary is in internal document only.

Karen Van Epps brought up the topic of guidelines.

Social Security Guardian/Member Workshop Discussion

(29 min & 43 sec on the recording)

Carol McNulty advised that qualifying for long-term care required that members have under \$2000 in assets. She discussed her daughter’s SSD. She said that her daughter started working. She was concerned that he daughter was making too much money and attempted to research the issue online. She noted her frustration in finding the information. She noted that her daughter’s support coordinator wasn’t knowledgeable of the topic as well.

Karen Van Epps asked to have a presentation on the Statewide agenda in April.

Jeffrey Yamamoto advised that he will ask **Barbi Diehl-Rouen** to provide a presentation during Statewide.



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Article 9 Discussion

(49 min & 0 sec on the recording)

Karen Van Epps asked about the Article 9 status.

Jeffrey Yamamoto advised that it hasn't been released to the public at this time. The only reason that **Karen** received it is because of her being a part of the Developmental Disabilities Advisory Council (DDAC).

Karen Van Epps advised that she was initially concerned that DDD was wanting to give behavior plans to people that are seriously mentally ill (SMI), are trying to get out of making plans that use psychotropic drugs and want behavioral professionals to write the plans.

Karen Van Epps advised that she will continue to follow this topic.

Discussion of Meeting Minutes

(52 min & 34 sec on the recording)

Topic skipped as it was discussed in the ADOA/DDD Updates portion of the meeting.

Incident Report Precursor & Antecedent Discussion

(52 min & 57 sec on the recording)

Karen Van Epps advised the committee of the topic and why it was brought up. She advised that a lot of incident reports are not giving precursors and antecedents.

Call to the Public

(55 min & 32 sec on the recording)

No public input.

Committee Member Report

(55 min, & 40 sec on the recording)

No members reported.

Discussion, Review, & Possible Action on Committee Membership

(55 min & 45 sec on the recording)

The committee was made aware of the three current candidates for committee membership.

The committee discussed potential member **Sherry Wilhelmi**.

Carol McNulty motioned to vote to approve **Sherry Wilhelmi** and **Heidi Reid-Champigny** seconded the motion. The motion is carried, and **Sherry Wilhelmi** is approved by the committee to be a full member pending her appointment letter from ADOA.



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Marilyn Shepherd, potential candidate, met the committee. She advised the committee about her background and took questions. The committee chair was advised that they will need to vote on her in the March meeting as her background check is complete.

The committee members advised **Marilyn** of the duties of the IOC members.

The committee members reviewed **Marilyn's** resume.

Committee went into executive session at 1 hr, 28 min & 44 sec on the recording. The time was 11:28 AM.

Incident Reports and Behavior Plans

The incident reports included 1,078 closed and 149 open for a total of 1,227 Total reports.

| Type | Open | Closed |
|---|------------|--------------|
| Accidental Injury | 19 | 223 |
| Deaths | 4 | 2 |
| Emergency Measures | 1 | 47 |
| Human Rights | 5 | 5 |
| Legal | 10 | 12 |
| Medication Errors | 1 | 122 |
| Missing | 34 | 32 |
| Neglect – Potential & Imminent | 24 | 30 |
| Other Abuse – Sexual, Verbal, and Emotional | 11 | 14 |
| Other | 24 | 557 |
| Physical Abuse | 7 | 9 |
| Property Damage | 4 | 7 |
| Suicide | 5 | 18 |
| TOTALS | 149 | 1,078 |

IRs were equally divided among the members in attendance. There was some discussion of incident reports among member and DDD staff in the executive session.

Adjournment

Karen Van Epps adjourned the meeting at 12:40 PM.

The next District Central IOC meeting will be held on March 25, 2019 at 10:00 AM